

Principal Portfolio Planning Form SY15-16

The Principal portfolio is a principal-generated documentation of performance on the Five Essential Practices of School Leadership. The portfolio is assembled throughout the academic year and evaluated by the superintendent near the end of the school year, but before the principal's summative evaluation meeting. Six artifacts are required for the portfolio. Three artifacts, Transformation via Observation and Data Document (TODD), teacher evaluation documents, and PGP, have been pre-selected for all principals. In addition, principals select one artifact each for Professional Learning Communities and Parent Engagement, and one artifact for a leadership practice of their choice. For each artifact collected, the principal provides an explanation of how the artifact demonstrates his/her performance on the corresponding leadership practice. The *U.S. Virgin Islands Principal Portfolio Guidebook* provides a detailed explanation of portfolio development and can be accessed on the [VIDE EES website at http://tle.vide.vi](http://tle.vide.vi).

During the Principal Initial Evaluation Meeting, the principal and superintendent discuss possible artifacts for Professional Learning Communities and Parent Engagement, and one artifact for a leadership practice of their choice and identify what the principal will collect below.

Artifact 1

The Transformation via Observation and Data Document (TODD) contains the CCSS, EES and PBIS plans as part of a territory wide continuous improvement process. The TODD represents data, strategies, and actions designed to improve student achievement, increase teacher and leader effectiveness, and promote positive school culture and climate. The plan is modified and reflected upon in a continuous process. The TODD is reflective of the following essential practices of school leadership.

- **Build Shared Purpose**, Indicator 1.1 Implement a Vision, Mission, and Goals Aligned to School Plans
- **Focus on Learning**, Indicator 2.1: Improve the Instructional Program and Indicator 2.2: Support Teachers' Development of a Positive Classroom Climate
- **Manage Organizational Systems**, Indicator 3.2: Lead and Develop Personnel and Indicator 3.3: Manage Resources
- **Collaborate with Community**, Indicator 4.1: Collaborate With Families and Stakeholders, and Respond to Diverse Community Needs

Artifact 2

A set of completed documents for one teacher's evaluation
School Leadership Practice and Indicator(s):

- **Build Shared Purpose**, Indicator 1.1 Implement a Vision, Mission, and Goals Aligned to School Plans

- **Focus on Learning**, Indicator 2.1: Improve the Instructional Program and Indicator 2.2: Support Teachers’ Development of a Positive Classroom Climate
- **Manage Organizational Systems** Indicator 3.2: Lead and Develop Personnel and
- **Manage Organizational Systems** Indicator 3.3: Manage Resources

Artifact 3

Principal Professional Growth Plan (PGP)

School Leadership Practice and Indicator(s):

- **Lead with Integrity**, Indicator 5.1: Demonstrate Personal and Professional Responsibility

Artifact 4

Professional Learning Communities Artifact (indicate a possible artifact to be collected)

School Leadership Practice and Indicator(s):

- **Focus on Learning**, Indicator 2.1: Improve the Instructional Program
- **Focus on Learning**, Indicator 2.2: Support Teacher’s Development of a Positive Classroom
- **Manage Organizational Systems**, Indicator 3.2: Lead and Develop Personnel
- **Lead with Integrity**, Indicator 5.1: Demonstrate Personal and Professional Responsibility

Artifact 5

Parent Engagement Artifact (indicate a possible artifact to be collected)

School Leadership Practice and Indicator(s):

Collaborate with Community, Indicator 4.1: Collaborate with Families and Stakeholders, and Respond to Diverse Community Needs

Artifact 6

Principal’s Choice (indicate a possible artifact to be collected)

School Leadership Practice:

Select the School Leadership Practice that will be demonstrated by the artifact.

School Leadership Practice Indicator:

Select Indicator related to the School Leadership Practice.